

Position: Office Administrator

Reports To: Senior Manager of Office Administrations

Functions: This position reports to the Sr. Manager of Office Administrations and is vital to the every day organization of office administration. The individual's primary duty will be to provide administrative support to the Sr. Manager of Office Administrations as well as provide backup reception support to the Downtown Sacramento Partnership. This person must be extremely organized, and have excellent communication skills.

Duties Include, But Are Not Limited To:

Backup Reception:

- Assist visitors and callers by answering questions, providing published literature, or directing them to the appropriate staff members or departments.
- Answer, screen and refer calls and inquiries to appropriate party.
- Will prepare office for meetings when requested
- Will assist with orderliness of common office areas (reception, mail room, break room, conference room, etc.).

Support & Assistance:

- Office assistant will support the Office administrator in general with payroll, medical benefits, 401k enrollments, workers comp and general liability insurance for the DSP.
- Conduct new hire orientations, will orient employees by providing orientation information packets; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Assists with bi-weekly payrolls
- Paper environment, will need to be organized and be able to file
- Will be responsible for going over monthly billing statement and reconciling receipts
- Will be responsible for coding office expenses

Office Assistance:

- Make and distribute copies as needed.
- Update and maintain human resource manuals
- Maintain DSP invoicing database
- Occasional Costco runs for Office supplies

Skill Set:

- Must be fluent with Excel, and Email
- Must be extremely organized and detail oriented
- Must have transportation to work
- Must have excellent written and verbal communications skills

To apply – please email your cover letter and resume to humanresource@downtownsac.org